



*To have your video tape
captioned or for more information
contact:*

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WASHINGTON SCHOOL FOR THE DEAF
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Washington School for the Deaf VIDEO TAPE CAPTION CENTER



*Making video tapes accessible
in accordance with the
Americans with Disabilities Act
(ADA)*

- *Extensive Experience with Captioning
- *Open or Closed Captions Available
- *Professional Quality Service
- *Reasonable Cost

What does it mean to have a videotape captioned?

When a videotape is captioned, the audio from the program is printed on the screen, much like sub-titles for foreign films.

Why should we have our videotapes captioned?

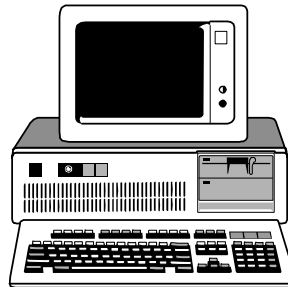
The Americans with Disabilities Act (ADA) mandates that all persons have equal access to information. For deaf and hard of hearing persons, adding captions to videotapes makes those videotapes accessible. Captions are also beneficial for persons learning English as a second language and persons learning to read.

What is the difference between "open" and "closed" captions?

Open captions are visible every time the videotape is played. No special equipment is necessary to see the captions. The open captions become part of the video. Closed captions require a decoder to reveal the captions. This decoder may be a separate piece of equipment, or it may be built in to the TV (called TV with CC).

How is a tape captioned?

At the Washington School for the Deaf, we use the standard captioning process used by caption centers all over the United States. First, the audio is transcribed to a disk, then the script is checked for grammar and spelling. The script is then put into caption form and each caption is placed into the position where it will appear on the screen. Next the script is timed, so the captions match the audio. Finally, the captions are transferred to the new tape, overlaid onto the video of the program. For a one-hour program, this process usually takes 10-15 hours.



What is the turnaround time for captioning a videotape?

Usually a tape 30 minutes or less can be completed within two weeks. Allow at least three weeks to have a one-hour tape captioned. Special accommodations may be made for large projects or multiple tapes.

WASHINGTON SCHOOL FOR THE DEAF CAPTIONING FEES

CAPTIONING FEES (without transcript disk)

\$7.50 per video minute
(\$25.00 minimum)

CAPTIONING FEES (with complete transcript on disk)

\$5.00 per video minute
(\$25.00 minimum)

PLUS blank tapes

VHS -	\$3.00 each
S-VHS -	10.00 each

* Timing includes opening and credits

** Fee includes shipping and handling

(Fees are a reflection of the actual cost of personnel plus an administrative fee, which covers maintenance of equipment and materials.)